

MAJOR FUNCTION

This is a professional position responsible for conducting internal audits within the Audit Division of the Office of Inspector General. Work is performed under the administrative direction of the City Auditor/Inspector General, Deputy Inspector General or Audit Manager. The work is reviewed through analysis and evaluation of work products.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

A Senior Auditor conducts performance audits of City programs, processes, contracts, and information technology, addressing financial, managerial, operational and programs. Work requires the collection and management of documents and supporting materials associated with audits. Prepares professional and detailed reports of audit findings, presenting well-reasoned recommendations to the City Auditor/Inspector General, City leadership, and other appropriate stakeholders. Meets with management to discuss audit results, provides insight, recommendations and addresses other concerns as appropriate. Coordinates the work of other auditors or administrative staff on any project as necessary. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of financial and administrative control systems, governmental auditing and accounting standards, internal auditing standards, statistical methods. Considerable knowledge of current management sciences, organization theory and practice, governmental accounting, finance, budgeting, and human relations. Ability to quickly acquire working knowledge of the organization and environment and interpret laws, rules, policies, or procedures. Ability to conduct independent and comprehensive research and evaluations that provide meaningful recommendations and alternatives. Ability to maintain a high level of confidentiality, make sound decisions, and apply good judgement. Ability to accurately document observations and actions. Ability to summarize information, communicate complex concepts in lay terms, and express ideas clearly and concisely, both orally and in written reports. Ability to establish and maintain effective working relationships with others and project a positive image of the Office of Inspector General (OIG). Skills in the use of computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, accounting, or a related field and three years of professional auditing, accounting, or related governmental fiscal administration experience; two years of experience as a Staff Auditor with the City; or an equivalent combination of training and experience. A CPA, CIA, CGFM, or CISA designation acquired by examination may substitute for one year of the required experience.

Necessary Special Requirement

At the City Auditor's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

Established: 05-01-85

Revised: 01-20-89

01-16-90

03-24-92

11-06-95

01-18-98

08-10-99

01-28-00

08-24-09*

10-13-11
07-09-14
03-07-19
09-29-23